

Checklist for new cigarette license

Investigator _____

DBA name and address _____

The following requirements will be completed by the investigator working on your case

- _____ **Investigator requirement** – a map of the zoning overlay of the area immediately surrounding the proposed premise
- _____ **Investigator requirement** – address verification through the database confirming that there is not an existing cigarette license at this address (a cigarette license will ONLY be issued to a building)
- _____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

*In order to begin processing a liquor application, an **applicant** must submit the following*

- _____ A copy of the Zoning Determination stating that your proposed business may operate at the specified location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500
- _____ Cigarette license application – **must be signed. Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

All of the following information must be submitted by the applicant

Have Need

- _____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- _____ _____ **Letter from the property owner** approving of the sale of tobacco products on the premise
- _____ _____ A copy of the certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500
- _____ _____ A copy of the occupant load certificate stating the occupancy load (**only needed for the following:** if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500
- _____ _____ A copy of the health permit (must be from the DBA applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247
- _____ _____ A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100

Sec. 20-8. - Issuance of license; restrictions on license; suspension or revocation of license.

- (b) *Transfer; display; term.* Cigarette licenses shall not be assignable and shall be valid only for the persons in whose names issued, and for the transaction of business in the places designated therein, and shall at all times be conspicuously displayed at the places for which issued. All licenses shall expire on December 31 in each and every year, unless sooner suspended, surrendered or revoked for cause by the manager of regulated industries.

235. Sale or distribution of tobacco products, rolling papers, alternative nicotine products or vapor products to minors; possession by minors.

- (d)(3) It shall be unlawful for any person to distribute tobacco product, rolling paper, alternative nicotine product or vapor product samples in or on any public street, sidewalk, school ground or park, or on private property open to the public without the property owner's permission.

Sec. 20-19. Manager of regulated industries to enforce compliance.

In enforcing the provisions of this chapter the manager of regulated industries shall be authorized to do any of the following:

- (b) To inspect, at any reasonable time, the licensed premises, including all portions of the building thereof used in connection with the operations carried on under the cigarette license and which are in the possession and control of the licensee, and all places where the licensee may keep or store cigarettes, including all rooms, cellars, outbuildings, passageways, closets, vaults, yards and attics;

Missouri Revised Statutes

Restrictions on sales of individual packs of cigarettes.

407.928. No person or entity shall sell individual packs of cigarettes or smokeless tobacco products unless such packs satisfy one of the following conditions prior to the time of sale:

- (1) It is sold through a vending machine; or
- (2) It is displayed behind the check-out counter or it is within the unobstructed line of sight of the sales clerk or store attendant from the checkout counter.